



PLAT RECORDING PROCESS

The Final Plat is eligible to be released to the City Clerk's Office for recording after the 10 day waiting period is over and the ordinance is effective and if all outstanding platting and engineering requirements have been satisfied.

Clearance Memo

After construction plans have been reviewed for compliance with applicable requirements, but before City staff will sign of the Clearance Memo to release the Final Plat for recording, the Applicant/Owner must install or guarantee the completion of required improvements and guarantee maintenance of such improvements.

- If the Applicant/Owner chooses to complete all construction prior to Final Plat Recording, then all permit work must be completed and secured by a Maintenance Bond, with the exception of Maintenance Bonding of Street Lighting and Site Disturbance work.
- If the Applicant/Owner chooses to bond the public infrastructure improvements, then permits must be issued and secured with a Performance Bond. Note, Site Disturbance permits are only required to have a Performance Bond, if located in a watershed with a downstream water body (i.e. pond, lake, etc.). Maintenance Bonds are required for all work, except Street Lighting and Site Disturbance work.

Also, prior to signing of the Clearance Memo, all Cooperative, Deferral, and other Agreements must be fully executed. All contributions and other requirements of the Agreements must be satisfied. All conditions from the Disposition Letter must be satisfied and requirements completed.

Clearance memo is reviewed and approved by

- Land Development Division (LDD) Plat Reviewer
- LDD Plan Reviewer
- LDD Plan Review Supervisor
- LDD Division Manager

After all of the above has taken place, then the gold packet containing the executed Final Plat, Clearance Memo and all other Supplemental Documents will go to the City Clerk's office.

Clerk's Office

The Plat will now need final approval from:

- Law Department
- Finance Department (may involve other activities to complete, such as verification of any Special Assessments have been paid.)

After the two (2) approvals have been received, the Clerk's Office will then notify the applicant or their representative that the Plat and Supplemental documents can be picked up for recording. The Title Company generally handles the recording.

Original recorded documents, including the Plat Ordinance, must be returned to the City Clerk's Office for distribution to the multiple City departments, utility companies, and the Post Office.

The process from Request to Run Final Mylars to Recording depends upon the amount of time it takes the applicant to satisfy the engineering and platting requirements.